

District of Columbia Real Estate Board
Continuing Education
INSTRUCTOR CERTIFICATION



SECTION 1 – COURSE ASSIGNMENT FOR INSTRUCTOR

Provider Name Provider ID Number

Course Name ASI Course Identification Number
(if course is previously approved)

To list additional courses this instructor will teach, use back of form.

SECTION 2 – INSTRUCTOR INFORMATION

Proposed Instructor for the above-named course

First Name MI Last Name Suffix

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Instructor Social Security Number

Certify for: L&H ☐ P&C ☐ Both ☐ ASI Instructor Identification Number (if previously approved)

SECTION 3 – QUALIFICATIONS

A. List Professional or Education Licenses: _____

B. Has the instructor received ARELLO Fair Housing training? (Mandatory for DC Fair Housing education courses)

☐ NO ☐ YES Date Taken: / /

C. **SCREENING QUESTIONS** All applicants must complete the following questions. *If you answer "YES" to any of the questions below, please explain in Section D below.*

1.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have you ever been involved in any lawsuits, either as plaintiff or defendant, in the last 3 years, or are there any lawsuits pending at present?
2.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have you ever been convicted of any criminal offense, or are there any criminal charges now pending against you (do not include minor traffic violations)?
3.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Have you received a fee for conduction of real estate transactions in the District of Columbia? If yes, please provide license number _____

D. Explain "YES" answer to 1 or 2 above.

E. Please attach a Bio or Resume.

(Section 3 cont'd on reverse ►)

INSTRUCTIONS TO PROVIDERS

Complete at least one Instructor Certification form for each course, and multiple forms for any course that is being conducted by multiple instructors. This form must be submitted in conjunction with a Course Approval Application or as an update to a previously-approved course.

Forward this form and any mandatory attachments to:

Schanolia Barnes, Education Specialist
DC Real Estate Board/OPLA

Standard Mail:
P.O. Box 37200
Washington, DC 20013-7200

Overnight Mail:
941 Capitol St., N.E.
7th Floor, Suite 7200
Washington, DC 20002

First Name	MI	Last Name	Suffix
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/ /

Month		Day		Year	

[illegible]

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